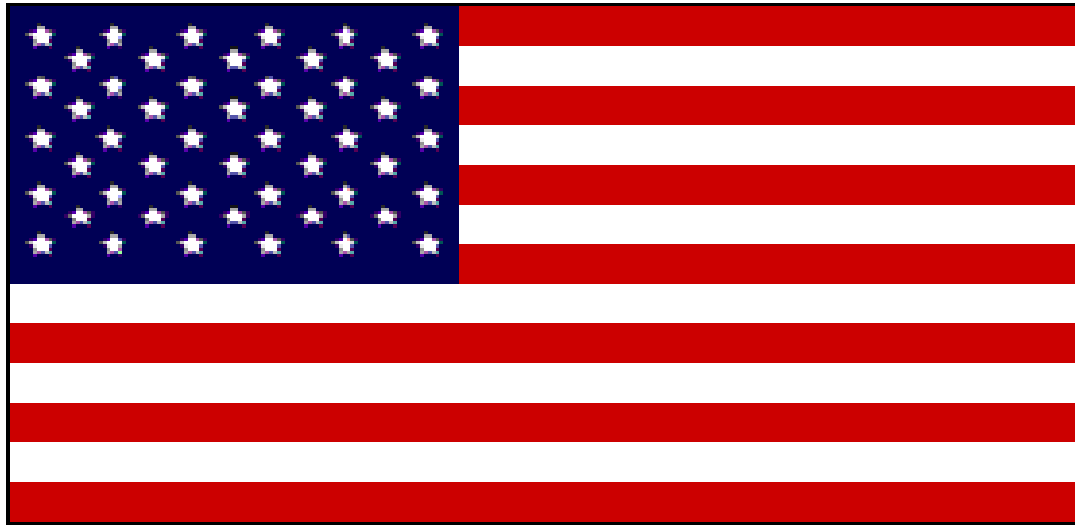




# Reassignments Briefing



**ALOHA!**

## **WELCOME TO MPD REASSIGNMENTS SECTION LEVY BRIEFING**



# Reassignments Briefing



## INTRODUCTION

*BRIEFING BY THE FOLLOWING OFFICES:*

- TRANSPORTATION OFFICE
- HOUSING OFFICE
- ACS
- TRICARE
- FINANCE
- REASSIGNMENTS SECTION



IMCOM  
SOLDIERS • FAMILIES • CIVILIANS



---

# Transportation

\*\*\*\*\*

\*\*\*\*\*

*Reassignments*

***OUTBOUND***

***(PCS, ETS/SEP, RET)***



# Transportation



## REQUIRED DOCUMENTATION:

### ➤ **COMPLETE set of ORDERS**

- ✓ *If you do not have orders we **CANNOT** see you!*
- ✓ *Name, Rank, SSN, Dependents - ALL Must be Exactly **CORRECT***

### ➤ **COMPLETED Personal Property Pre-Counseling Worksheet**

- ✓ **COMPLETE pickup address, at least 2 ph.#'s, email address!**
- ✓ **PCS = authorized to PDS/Next Duty Station**
  - *ENTER CITY, STATE & ZIP Code of your PCS Assignment*
  - *Shipping elsewhere could result in excess costs*
- ✓ **ETS/Separation = authorized to HOR or PLEAD**
  - *Shipping elsewhere could result in excess costs*
- ✓ **Retirement = authorized to HOS (Home of Selection)**
  - *HOS can be any of the United States, unless HOR/PLEAD is outside U.S.*
  - *You are not ready to see us unless you are ready to ship, with a destination address, or desire to place HHG in (NTS) storage.*
- ✓ **MUST Have Permanent/Emergency Contact entered**
  - *Friend or Family ANYWHERE that can always reach you!*



# Transportation



## APPOINTMENTS:

### ➤ ***COUNSELING on Entitlements***

- **HHG (Household Goods) Shipment**
- **NTS (Non-Temp Storage/ “Long term storage”), *only if authorized & applicable***
- **POV (Privately Owned Vehicle) Shipment**
  - ***ONLY 1 authorized per SM on orders!***
  - ***If you shipped POV on ERD (Early Return of Dependents) you CANNOT ship another POV!***

### ➤ ***REQUEST pack and pickup dates***

- **Plan ahead and Stay flexible! No Holidays, No Weekends!**
- **HIGHLY SUGGESTED: Consolidate HHG & UB into 1 shipment, request partial delivery at destination.**
  - ***Be sure of dates; NO CHANGES to dates, unless orders amended, or emergency w/ justification and letter from***

**commander:**



# Transportation



## APPOINTMENTS cont'd...:

### ➤ **POV - VPC “PACKET”**

▪ **Once done submitting ALL required documents to Transportation you will receive a VPC worksheet - showing auth VPC & thus be able to turn in POV at the VPC.**

- **PCS = closest VPC to PDS/Next Duty Station**
- **ETS/Separations = closest VPC to HOR/PLEAD**
- **Retirement OR Disability/Separation Pay\* = closest VPC to HOS**

*(\*with at least 8 yrs continuous active service\*)*

➤ **VISIT website to make an appointment - HIGHLY RECOMMENDED!**

**Oahu VPC Pier 51-B, Sand Island**

**Monday - Friday / 0800-1500**

*Closed federal holidays & for training (as posted)*



# Transportation



## (TRAVEL INFO)

### ➤ **TRAVEL**

- **Travel is arranged directly with CWT (Carlson Wagonlit Travel) Offices, either on Schofield or at Fort Shafter.**
- **Travel is based on what is Authorized per your ORDERS only!**
- **Any personal choices (times, locations, pets, airlines, etc...) are discussed with CWT** (if you want to fly somewhere other than authorized, we suggest you see CWT for your travel arrangements **before** scheduling your HHG's & POV shipment).
- **Plan ahead if you have PETS!**

### **Carlson Wagonlit Travel**

**Monday - Friday / 0730-1600**

*Closed federal holidays & for training (as posted)*

**Questions, Call:**

**1-800-349-8231 Schofield / 1-800-695-1388 Shafter**



# ***Re- Deployment***

**Upon return from deployment, if Soldier receives (or is expecting to receive) new PCS, ETS/SEP or RETIREMENT Orders in a relative amount of time following Re-deployment - the HHG Storage may be released (and should be released) directly from storage and shipped outbound to the new PDS, HOR/Plead, or HOS on the NEW Orders in lieu of local delivery/ release.**

***Partial release can also be requested  
(Release some items on inventory needed while transitioning  
between Assignments, Separation or Retirement in order to  
ship everything onward)***





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# Transportation

**\*\*\*\*\* NOTE: ESTIMATED to MOVE to BLDG 750, end of APRIL 2012!!! \*\*\*\*\***

***ALOHA CENTER  
Bldg 690, Room 1C***

*(next to PX – adjacent to Commissary)*

***Monday - Friday  
0730-1600***

*Closed Federal Holidays & for Trainings (as posted)*

***PHONE: 655-1868***

***FAX: 655-8971***



# Island Palm Communities



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## LEVY Brief

*Building Quality Communities for America's Military Families*



# Island Palm Communities



## **DO YOU RESIDE ON POST?:**

### **12 Month Lease is Enforced**

**PCS, ETS, Deployment Orders will allow for early termination with appropriate documentation if less than 28 days (advisable - 3 business days from receiving orders) with supporting documentation and written request, otherwise, *28 day notice to vacate is required!***

## **PCS MOVE or ETS MOVE:**

- ✓ **Determine/Set-Up Departure Date**
- ✓ **File 28-Day Notice to Vacate with Community Center**
- ✓ **Meet with Transportation, Set-Up HHG's Ship/Pack Date**
- ✓ **Book your Flight(s)**
- ✓ **Secure Temporary Lodging at The Inn at Schofield or other TLA approved lodging facilities**

**Housing Services Office handles all TLA related matters!**

**HSO can be contacted at:**

**Schofield Barracks: (808) 655-3073**  
**Ft. Shafter: (808) 438-1518**



# Island Palm Communities



## **DEPLOYMENT:**

**If you know someone who is getting ready to leave due to a Deployment & is relinquishing IPC housing:**

- ❖ **Review “Why Stay Hawaii” Brochure before making decision. (Brochures are available at Community Centers and Regional Offices)**
    - **Housing Priority, HHG/POV Shipment/Storage, COLA, are all affected**
    - **No outbound TLA except for approved ERD, No inbound TLA**
  - ✓ **Determine/Set-Up Departure Date**
  - ✓ **File 28-Day Notice to Vacate with Community Center**
  - ✓ **Meet with Transportation, Set-Up HHG’s Ship/Pack Date**
  - ✓ **Book your Flight(s)**
  - ✓ **Secure Temporary Lodging at The Inn at Schofield or other TLA approved lodging facilities**
- \*\*If someone is clearing on your behalf, RCI SPOA (or GPOA & Finance SPOA) is required\*\***



# Island Palm Communities



## VISIT YOUR COMMUNITY CENTER ASAP:

**Provide the following documents/information:**

- ✓ **Copy of Your Orders**
- ✓ **Flight Itinerary**
- ✓ **Date of HHG's Pack Date**
- ✓ **Complete the Notice to Vacate form**

## COMMUNITY CENTER STAFF WILL ADVISE YOU ON THE FOLLOWING:

- ✓ **Rent Payment - Is collected in arrears, via allotment**
  - **PCS/Deployment: DO NOT stop your allotment.**
  - **ETS: Must pay Pro-Rated Rent up front; BAH ends when SM clears Hawaii.**
- ✓ **Pro-Rated Rent Refund Process \* 2 weeks from 1st of following month**
- ✓ **Delinquent Rent & Damage Charges\*\*\* **MUST be paid before housing clearance****
- ✓ **Set-Up a Pre-Inspection Date/Time of your home**
- ✓ **Set-Up a Final Inspection Date/Time of your home**
- ✓ **Set-Up Loaner Furniture delivery after HHG's goods have been packed**
- ✓ **Self Cleaning**
- ✓ **IPC Cleaning (Basic Cleaning Only - Additional Charges May Apply)**



# Island Palm Communities



## **PRIOR TO FINAL INSPECTION:**

### **Call Maintenance issues that need immediate attention**

- ✓ **Non-urgent maintenance issues or those you do not feel are necessary while you are still here can be done after you leave**
- ✓ **Mention these maintenance needs to IPC during the Pre-Inspection**

### **Dispose of any unwanted items**

- ✓ **Hazardous waste/items, such as car battery, a/c unit, propane tank MUST be taken to the appropriate facilities. (Please ask IPC where to take your hazardous waste/materials)**  
**\*\*DO NOT leave them on the street or with your regular trash. Normal trash pick up will not dispose these items. Charges applied for disposal.\*\***

### **Restore yard/lawn area as per instructions**

- ✓ **Discuss with IPC if improvements in your lawn can be left as is**



# Island Palm Communities



## **Aloha (Loaner) Furniture can be left behind**

- ✓ **IPC will verify number of pieces and condition**
- ✓ **Charges may apply for damaged items**

## **Clean the Home**

- ✓ **Do it Yourself - See Community Center for cleaning instructions**
- ✓ **Mop, Sweep Floors, Vacuum, Possible Carpet Steam Cleaning, Clean Kitchen, Refrigerator/Range Clean Thoroughly, Laundry Room, Bathrooms, etc...**
- ✓ **Choose to have IPC do the cleaning = \$275.00 (Price Subject to Change)**
- ✓
  - **Additional cleaning charges may apply for heavily soiled/dirty items (Oven Range/Refrigerator, etc..)**
- ✓
  - **Additional charges may apply for removal of personal items**



# Island Palm Communities



## **HOUSING CLEARANCE:**

### **IPC will stamp your Installation Clearance Document**

- ✓ If you requested Housing Clearance stamp prior to the Final Inspection, IPC will note that it is “Pending Final Inspection,” and you will not be cleared from the installation; therefore you must get the 2nd stamp.
  - ✓ Housing Termination Letter will be given after Final Inspection
  - ✓ Charges must be paid (if any) before clearance is obtained
- 
- **Provide Us Feedback of your Housing Experience with IPC**
    - **IPC’s Move Out Survey**
  - **Bring Termination Letter to Housing Services Office (HSO) for TLA**
    - ✓ **Will also need Copy of Orders**
    - ✓ **Flight Itinerary**
    - ✓ **DA-31 Leave Form**

**HSO Schofield -- BLDG 950, 215 Duck Road (808) 655-3073**

**HSO Ft. Shafter - BLDG 1004, 111 7th St., Ft. Shafter (808) 438-1518**





# Island Palm Communities



## **IF YOU LIVE OFF POST:**

**Visit the Housing Services Office at Schofield or Fort Shafter and be sure to provide the following documents/information:**

- ✓ **Copy of Your Orders**
- ✓ **Flight Itinerary(s)**
- ✓ **Date of HHG Pack Date (DD 1299)**
- ✓ **Leave Form (DA31)**

**HSO will stamp your Installation Clearance document  
TLA = Housing Services Office handles all TLA related matters**

**HSO Schofield -- BLDG 950, 215 Duck Road (808) 655-3073**

**HSO Ft. Shafter - BLDG 1004, 111 7th St., Ft. Shafter (808) 438-1518**



# Island Palm Communities Questions?



**Aliamanu 275-3840  
275-3820**

**Tripler 275-3820  
275-3780**

**Hamilton 275-3720  
275-3770**

**Santa Fe 275-3730**

**AMR 275-3860**

**Canby 275-3760**

**Kalakaua 275-3740**

**Wheeler 275-3790**

**Ft. Shafter**

**Helemano**

**Porter**

**Schofield Barracks: (808) 655-3073  
Ft. Shafter: (808) 438-1518**

***On behalf of all the Team Members of Island Palm Communities,  
we thank you for living with us & we wish you a Safe Trip to  
your new home!***



# Planning for Relocation



## Relocation Readiness

Building 2091, Schofield Barracks

655-4227

0730 - 1630



# ACS Areas of Assistance

- Relocation planning
- Overseas Orientations (Required to out-process)
- Lending closet
- Financial Counseling
- Exceptional Family Member Support
- Employment Readiness Program



# Relocation Planning

Schedule a one-on-one appt. with an ACS Counselor to receive planning assistance & information in the following areas:

Housing, education, child care, mini phone book, installation overview, benefits/entitlements, moving with pets, motor vehicles, sponsorship, and moving checklist.



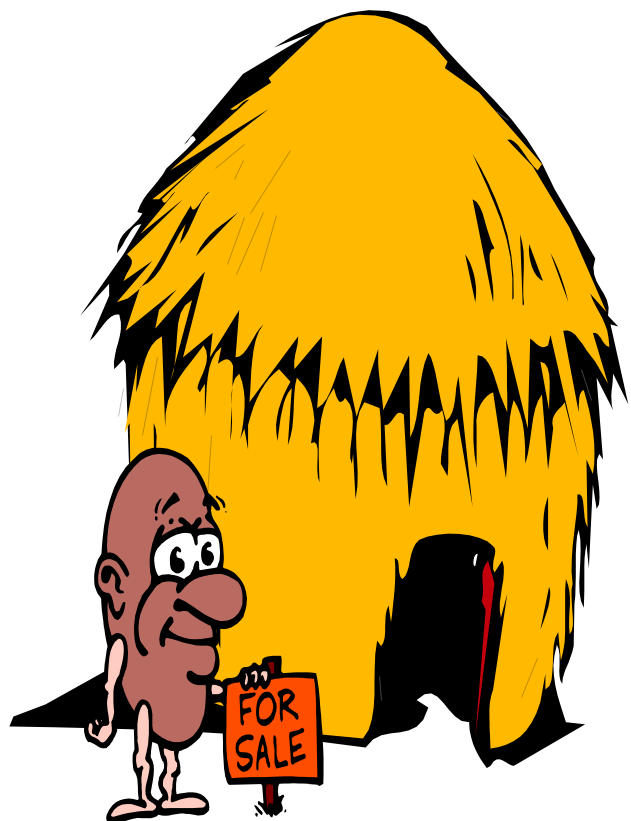


# Relocation Planning (Cont.)

Plan your own move using the Military Homefront website.

You can create a calendar and “to do list” as well as get gaining installation information.

Go to the following website:  
<http://www.militaryhomefront.dod.mil/>





# Things to consider:

- When to ship your Household goods and POV
- Temporary lodging
- Shipping your Pets
- Hand-carry your important documents
- Your Mail – Change of Address
- Pre-Departure and Start-Up Costs

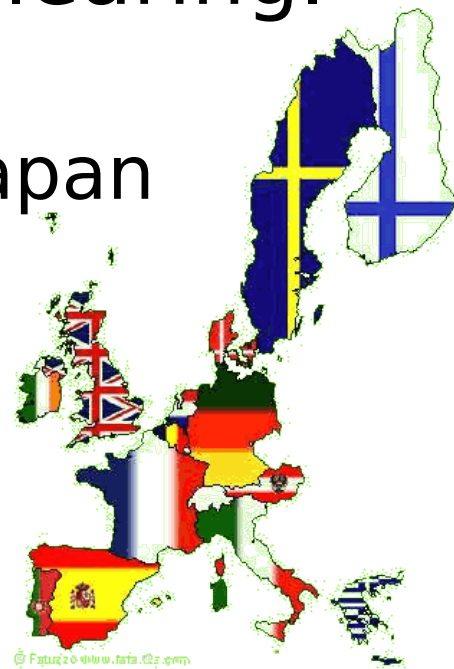




# Overseas Orientation

Required to contact ACS when making an overseas move prior to clearing.

- Information on Europe/Korea/Japan
- Culture Adaptation/Shock
- Unaccompanied Assignment







# Lending Closet

- Temporary loan of household items
- Requires ID Card, copy of orders, and clearing papers.
- Must bring back items prior to clearing ACS





# Lending Closet Items:

- Dishes
- Silverware
- Pots and Pans
- Cookware
- Cri
- Hig
- Co





# EFMP Relocation Support

- Exceptional Family Member Program can help with the following:
  - Housing
  - School – Special Education
  - CYSS – Child Care





# PCS Financial Counseling

## Things to Consider:

- Are you keeping your current bank account?
  - Update all your Financial Institutions and TSP with your new address.
  - Balance your checking account before you close it.
- Do you have an emergency fund?
  - Recommended to have 2 months of base pay saved.
- Have you saved for PCS expenses (hotel, rental car, shipping pet)?



# Financial Considerations

## Pay Changes:

- Loss of COLA
- Lower BAH
- Loss of spouse's income



## How ACS Can Help:

- Projected LES
- Budget



# Know Your Benefits

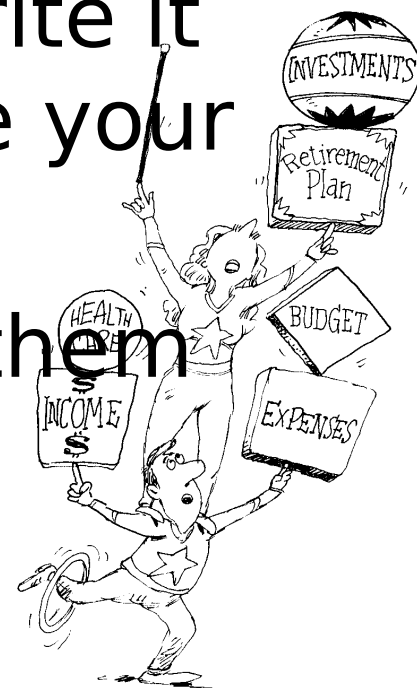
- Dislocation Allowance
- Travel Allowances
  - Per diem rates
  - Government meal rates
  - Mileage rates
- <http://www.defensetravel.dod.mil/perdiem/perdiemrates.html>





# It's Your PCS Move

- Start saving now for a stress-free move
- Establish a spending plan, write it down & stick to it (involve your spouse)!
- Know your benefits and use them to your advantage





# Planning for Relocation



## Relocation Readiness

Building 2091, Schofield Barracks

655-4227

0730 - 1630



**TRICARE**  
**When you PCS!**

Make it a smooth  
process!

# When you travel

- Remember when you travel you are still assigned to your PCM at TAMC or Schofield until you transfer to the new duty station
- TRICARE covers Emergency Room care
- Follow up care after an ER visit will require an authorization
- Call 1-800-322-8262 or contact your PCM

# Urgent Care

- Urgent care is medical care needed within 24 hours and CAN NOT wait until you return home or are assigned a new PCM
- Urgent Care requires an authorization- contact your PCM or the number you see below
- 1-800-322-8262 (out of area-one time urgent care request)
- Remember you can always be seen in a military hospital or clinic

# Routine Care

- When you travel routine care is NOT covered.
- Routine care includes routine OB/GYN, well baby exams, eye exams, immunizations, physicals, etc.
- Plan to receive routine care before you leave the island or after you have transferred your Prime enrollment to a new duty location

# Helpful Pharmacy Hints

- Carry your Military & Prime ID Cards
- Pack all medications in your carry on luggage
- If you have Family Members requiring prescription medication check with your PCM and the Pharmacy regarding refills
- Pick-up available refills **before** you travel
- TRICARE Mail Order Pharmacy is also available - inquire before you leave 1-877-363-1303
- TRICARE Retail Pharmacy - network of civilian pharmacies 1-877-363-1303
- REMEMBER - Family Members have Co-pays when using a civilian Pharmacy

# Medical Records

- Active Duty Records- Bldg 679
  - Need orders and clearing papers to pick up records
  - Can pick up two weeks before departure
  - Questions Call Records Room @ 433-8200
- Family Member Records- Bldg 676
  - Family Members age 18 and older -including the spouse- must pick up their own records OR give written permission for sponsor to pick up
  - You will need a Military Picture ID
  - Sponsor will be allowed to hand carry records for children under the age of 18
  - Questions call Records Room @ 433-8453

# New Duty Station

- Be sure to transfer Prime Enrollment for all Family Members
- Note: If a family member is not leaving Hawaii with the rest of the family- wait to transfer them when they leave the island
- Sponsor - transfer most likely during in processing at the new duty station
- Family - contact the Contractor for the Region you will be moving to- they will assist you with the transfer OR go to the TRICARE Service Center at new location
- Failure to transfer can result in Point of Service costs
- Remember: Must transfer Prime enrollment to new location or disenroll from Prime and use TRICARE Standard

# TRICARE Dental Program

- Don't need to transfer Dental Plan
- Family Members will need to locate a MetLife participating dentist at their new location
- Ask Soldiers or Family members for recommendations or go online to search for MetLife participating dentists
- <https://mybenefits.metlife.com/tricare>
- Or call MetLife @ 1-855-638-8371



# Update Your DEERS Address

- Any time you move- whether its across town or across the country - ALWAYS update your address, phone number and e-mail address in the DEERS system.
- Military Hospitals & Clinics, TRICARE and Dental contractors ALL pull your personal information from DEERS
- Make sure your information is correct!
- It's easy. Just go to [https://  
www.dmdc.osd.mil/appj/address/](https://www.dmdc.osd.mil/appj/address/)

# Questions/Concerns

- North Region- 1-877-874-2273
- South region- 1-800-444-5445
- West Region- 1-888-874-9378
- Stop by a TRICARE Service Center
  - Schofield Health Clinic, Bldg 676, Room 217
  - TAMC, Ocean Side, C Wing, Room 1A028



# 125<sup>TH</sup> FMCO FINANCE BRIEFING

U.S. ARMY GARRISON, HAWAII



# AUDIT BAH STATUS

- **PURPOSE:** Levy briefs are conducted 1-6 months prior to PCS. Auditing BAH status will provide ample time to correct any errors and ensure documents are received to main finance office or Ft. Shafter/WWPO for corrections prior to clearing



# AUDIT BAH STATUS

## ▪ **CONTACT INFORMATION:**

Write phone number in the upper right hand corner. We will contact you if corrections are needed.



# DA 5960 (BAH Form)

1. NAME
2. SOCIAL SECURITY NUMBER
3. PAY GRADE

**AUTHORIZATION TO START, STOP, OR CHANGE  
BASIC ALLOWANCE FOR QUARTERS (BAQ),  
AND/OR VARIABLE HOUSING ALLOWANCE (VHA)**

For use of this form, see 37-104-3; the proponent agency is ASA (FM)

1. NAME (*last, First, MI*)

**Smith, John**

2. SOCIAL SECURITY NUMBER

**S**

**123-45-6789**

3. GRADE

**SPC/E-**

U.S. ARMY **4** GARRISON, HAWAII



# DA 5960 Continued

- BLOCK 4 TYPE OF ACTION:
  - Prefilled, if not put an X next to **RECERTIFICATION**

4. TYPE OF ACTION							
	START		CANCEL		CHANGE		REPORT
	CORRECT		STOP	X	RECERTIFICATION		



# DA 5960 Continued

- Block 5: Duty Location
- Block 6: Today's Date

5. DUTY LOCATION <i>(Include Station, Name, City, State, and ZIP Code)</i>	6. DATE/ACTION <i>(YYMMDD)</i>
<b>Your Unit Installation (SB, Shafter, or WWPO)</b>	<b>YYMMDD D</b>





# DA 5960 Continued

- Block 7:
  - If you have dependents (Civilian Spouse, Children in your custody, Authorized BAH-Diff, etc.)
  - Mark **WITH DEPENDENTS**

7.		BAQ TYPE	
<b>X</b>	WITH DEPENDENTS		PARTIAL
	WITHOUT DEPENDENTS		



# DA 5960 Continued

- Block 7:

- If you are E-6 and above **with no dependents**, mark **WITHOUT DEPENDENTS**
- If you are SM married to SM & have no dependents on your orders, mark **WITHOUT**

7.	BAQ TYPE	
	WITH DEPENDENTS	PARTIAL
<b>X</b>	WITHOUT DEPENDENTS	

U.S. ARMY GARRISON, HAWAII



# DA 5960 Continued

- Block 7:
  - E-5 and below who do not have dependents, mark **PARTIAL**

7.	BAQ TYPE		
	WITH DEPENDENTS		PARTIAL
	WITHOUT DEPENDENTS	<b>X</b>	



# DA 5960 Continued

- **Block 8:** The following scenarios will be covered in this order.
  - Single Soldiers with no dependents
  - Soldiers that have been divorced within the last 90 days
  - Soldiers who are married to civilians
  - Dual military with no dependent(s)
  - Dual military claiming dependent children
  - Single Soldiers with dependent child (in custody)
  - Single/Divorced Soldiers paying child support



# SINGLE

- **Block 8:**
  - If you are **Single** and have **NO dependents**, mark **SINGLE**

8. MARTIAL/DEPENDENCY STATUS									
<b>X</b>	a. SINGLE				b. MARRIED (see blocks (1), (2) & (3))				c. DIVORCED (see blocks (1), (2) & (3))
	d. LEGALLY SEPARATED (see blocks (1), (2) & (3))				e. DEPENDENT CHILD (see blocks (4), (5) & (6))				
(1) Spouse/Former Spouse SSN			(2) Spouse/Former Spouse Duty Station				(3) Date of Marriage, Divorce/Separation		
(4) Child in Custody of:		Member		Spouse		Former Spouse		Other	
(5) If you check "OTHER" above, prepare DD Form 137 to establish dependency.									
(6) If child support received from another military member, complete (1), (2) & (3)).									



# DIVORCED SOLDIER

**\*\*Only IF you have been divorced**

• **Block 8: within the last 90 days\*\***

- **Mark Divorced**; complete (1) Spouse's SSN, (3) Date of Divorce

8. MARTIAL/DEPENDENCY STATUS							
a. SINGLE		b. MARRIED (see blocks (1), (2) & (3))		c. DIVORCED (see blocks (1), (2) & (3))			
d. LEGALLY SEPARATED (see blocks (1), (2) & (3))				e. DEPENDENT CHILD (see blocks (4), (5) & (6))			
(1) Spouse/Former Spouse SSN		(2) Spouse/Former Spouse Duty Station			(3) Date of Marriage, Divorce/Separation		
(4) Child in Custody of:		Member	Spouse	Former Spouse	Other		
(5) If you check "OTHER" above, prepare DD Form 137 to establish dependency.							
(6) If child support received from another military member, complete (1), (2) & (3)).							

**CIV or SSAN**

**27 Jan  
2010**

**U.S. ARMY GARRISON, HAWAII**





# MARRIED TO CIVILIAN SPOUSE

- **Block 8:**

- Mark Married and complete (1) Spouse SSN, (if Spouse does not have SSN, write in “**Civilian**”)

8. MARTIAL/DEPENDENCY STATUS									
a. SINGLE			<b>X</b> b. MARRIED (see blocks (1), (2) & (3))				c. DIVORCED (see blocks (1), (2) & (3))		
d. LEGALLY SEPARATED (see blocks (1), (2) & (3))					e. DEPENDENT CHILD (see blocks (4), (5) & (6))				
(1) Spouse/Former Spouse SSN <b>CIV</b>				(2) Spouse/Former Spouse Duty Station				(3) Date of Marriage, Divorce/Separation <b>12 DEC 99</b>	
(4) Child in Custody of:		Member		Spouse		Former Spouse		Other	
(5) If you check "OTHER" above, prepare DD Form 137 to establish dependency.									
(6) If child support received from another military member, complete (1), (2) & (3)).									



# DUAL MILITARY WITH NO DEPENDENTS

- **Block 8:**

- **Mark Married** and complete (1) Spouse SSN, (2) Spouse Duty Station, (3) Date of Marriage.

8. MARTIAL/DEPENDENCY STATUS									
a. SINGLE			<b>X</b> b. MARRIED (see blocks (1), (2) & (3))				c. DIVORCED (see blocks (1), (2) & (3))		
d. LEGALLY SEPARATED (see blocks (1), (2) & (3))					e. DEPENDENT CHILD (see blocks (4), (5) & (6))				
(1) Spouse/Former Spouse SSN <b>222-33-4444</b>			(2) Spouse/Former Spouse Duty Station <b>Ft. Wherever</b>				(3) Date of Marriage, Divorce/Separation <b>2 Nov 2007</b>		
(4) Child in Custody of:		Member		Spouse		Former Spouse		Other	
(5) If you check "OTHER" above, prepare DD Form 137 to establish dependency.									
(6) If child support received from another military member, complete (1), (2) & (3)).									





# DUAL MILITARY CLAIMING DEPENDENT CHILD

- **Block 8:**

- **Mark Married** and complete (1) Spouse SSN, (2) Spouse Duty Station, (3) Date of Marriage, (4) Child in Custody Of Member

8. MARTIAL/DEPENDENCY STATUS							
a. SINGLE		<b>X</b>		b. MARRIED (see blocks (1), (2) & (3))		c. DIVORCED (see blocks (1), (2) & (3))	
d. LEGALLY SEPARATED (see blocks (1), (2) & (3))				e. DEPENDENT CHILD (see blocks (4), (5) & (6))			
(1) Spouse/Former Spouse SSN		(2) Spouse/Former Spouse Duty Station			(3) Date of Marriage, Divorce/Separation		
225-88-9655		Ft. Wherever			5 Sep 1999		
(4) Child in Custody of:		<b>X</b>		Member		Spouse	
				Former Spouse		Other	

U.S. ARMY GARRISON, HAWAII



# SINGLE CLAIMING DEPENDENT CHILD IN YOUR CUSTODY

- **Block 8:**
  - **Mark Dependent Child** and complete (4)

8. MARTIAL/DEPENDENCY STATUS									
a. SINGLE			b. MARRIED (see blocks (1), (2) & (3))			c. DIVORCED (see blocks (1), (2) & (3))			
d. LEGALLY SEPARATED (see blocks (1), (2) & (3))					e. DEPENDENT CHILD (see blocks (4), (5) & (6))				
(1) Spouse/Former Spouse SSN			(2) Spouse/Former Spouse Duty Station			(3) Date of Marriage, Divorce/Separation			
(4) Child in Custody of:	X		Member	Spouse		Former Spouse		Other	
(5) If you check "OTHER" above, prepare DD Form 137 to establish dependency.									
(6) If child support received from another military member, complete (1), (2) & (3)).									



# SINGLE/DIVORCED PAYING CHILD SUPPORT

## • Block 8:

- Mark Single or Divorced, mark Dependent Child and complete (4) Child in Custody of (mark applicable block)

NOTE: MUST BE PAYING CHILD SUPPORT EQUAL TO OR GREATER THAN BAO DIFF ENTITLEMENT FOR YOUR PAY GRADE AND MUST SHOW PROOF- ALLOTMENT, GARNISHMENT, etc.

8. MARTIAL/DEPENDENCY STATUS									
<input checked="" type="checkbox"/> a. SINGLE					<input checked="" type="checkbox"/> b. MARRIED (see blocks (1), (2) & (3))		<input checked="" type="checkbox"/> c. DIVORCED (see blocks (1), (2) & (3))		
<input type="checkbox"/> d. LEGALLY SEPARATED (see blocks (1), (2) & (3))					<input checked="" type="checkbox"/> e. DEPENDENT CHILD (see blocks (4), (5) & (6))				
(1) Spouse/Former Spouse SSN				(2) Spouse/Former Spouse Duty Station			(3) Date of Marriage, Divorce/Separation		
(4) Child in Custody of:		<input type="checkbox"/> Member		<input type="checkbox"/> Spouse		<input checked="" type="checkbox"/> Former Spouse		<input checked="" type="checkbox"/> Other	
(5) If you check "OTHER" above, prepare DD Form 137 to establish dependency.									
(6) If child support received from another military member, complete (1), (2) & (3)).									

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# DA 5960 Continued

- **Block 9:**

- If you're living in the **Barracks**, mark **ADEQUATE**

9. QUARTERS ASSIGNMENT/AVAILABILITY			
<b>X</b>	a. ADEQUATE (see block (1))		b. INADEQUATE (see blocks (1), (2) & (4))
	c. TRANSIENT (see block (3))		d. NOT AVAILABLE
(1) QUARTERS NO. _____		(2) FAIR RENTAL VALUE \$	
(3) FROM:		TO:	
(4) <input type="checkbox"/> MEMBER ELECTION (Member in grade E7 and above)		<input type="checkbox"/> COMMANDER DETERMINATION (Attached)	





# DA 5960 Continued

- **Block 9:**

- If you're staying **off post** or **on-post housing** mark **NOT AVAILABLE**

9. QUARTERS ASSIGNMENT/AVAILABILITY			
	a. ADEQUATE (see block (1))		b. INADEQUATE (see blocks (1), (2) & (4))
	c. TRANSIENT (see block (3))	<b>X</b>	d. NOT AVAILABLE
(1) QUARTERS NO. _____	(2) FAIR RENTAL VALUE \$		
(3) FROM:		TO:	
(4) <input type="checkbox"/> MEMBER ELECTION (Member in grade E7 and above)			
<input type="checkbox"/> COMMANDER DETERMINATION (Attached)			



# DA 5960 Continued

- Block 10:
  - If claiming **With Dependent BAH**, print name(s) of dependent(s), the address of those dependents (if staying in a hotel print the NAME, CITY and STATE of the hotel), relationship to you, and the DOB of any dependent children.

- Block 11: *More than 3 Dependents write on the back.*  
**INITIAL** both boxes

10. DEPENDENTS/SHARERS (Continue on back if required)			
NAME OF DEPENDENT/SHARER	COMPLETE CURRENT ADDRESS (Include ZIP Code)	RELATIONSHIP	DOB OF CHILDREN
Jane S. Smith	1234 Soldier Street	Spouse	
Jimmy J. Smith	Wahiawa, HI	Son	04 Jan 01
Jenny A. Smith	96786	Daughter	18 Oct 05

11. CERTIFICATION OF DEPENDENT SUPPORT	
JSS	I certify that I provide, or am will to provide adequate support for the above named dependents. I am aware that failure to support the above named dependents may result in stopping BAQ and recouping BAQ for any prior periods/nonsupport.
JSS	I AW service regulations, I certify that the dependency status of my primary dependents, on whose behalf I am receiving BAQ, has not changed so as to affect my entitlement thereto for the period to

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# DA 5960 Continued

- **Block 13:**
  - Sign- must have signature to process
- **Block 14:**
  - Date with today's date

I certify ALL information regarding this authorization is correct. I will immediately notify the FAO/HRO of any changes in the information above, due to divorce, marriage, death, living in government quarters etc, which could affect my BAQ or VHA entitlement.

**IMPORTANT:** Making a false statement or claim against the US Government is punishable by courts-martial. The penalty for willfully making a false claim or a false statement in connection with claims is a maximum fine of \$10,000 or imprisonment for 5 years, or both.

13. MEMBER'S SIGNATURE

**John S. Smith**

14. DATE

**YYMMDD**

15. CERTIFYING OFFICER'S SIGNATURE

16. DATE

**U.S. ARMY GARRISON, HAWAII**



# QUESTIONS ON DA FORM 5960 (BAH)





# CLEARING FINANCE

## Attention

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- **Wounded Warriors will have to out-process through the WWPO**
- **SMs belonging to Fort Shafter need to clear Finance via Fort Shafter**



# AGENDA

- **ENTITLEMENTS**
  - ADVANCE PAY
  - ADVANCE DLA
  - ADVANCE TRAVEL
  - TLA
  - TLE
- **CLEARING FINANCE**



# ADVANCE PAY

- **ONE Month's** advance pay may be requested at the losing duty station or the gaining duty station
  - Calculated as SM's base pay minus deductions to include TSP, Alimony, Child Support, etc.
  - Recouped over a 12 month period
  - Can be requested at IOP 30 days prior to PCS departure OR 60 days after your PCS arrival at next PDS



# ADVANCE PAY

- **Who is entitled:**
  - **E5 and Below **w/out** dependents are NOT entitled to an Advance Pay from the losing duty station (Unless Dual Military and on a Joint Domicile Assignment)**
  - **E3 and Below **with** Dependents are authorized with CDR's signature**
  - **E4 and above are authorized to sign and approve their own request for advance pay**



# ADVANCE PAY

- **Required Documents to request Advance Pay**
  - **DD Form 2560 (Advance Pay form)**
  - **1 copy of your PCS orders**
  - **1 copy of DA 31 (Leave Form)**
  - **1 copy of most current LES**



# ADVANCE DLA

- **ADVANCE DISLOCATION ALLOWANCE (DLA)**

- **Payable based on JFTR Regulations**
- **Request for advance will be paid at 100%**
- **Note: This is a travel advance and must be claimed on the PCS travel voucher (DD Form 1351-2) upon arrival at your new duty station**



# ADVANCE DLA

- **ADVANCE DISLOCATION ALLOWANCE (DLA)**
  - SM must be moving household goods and/or dependents
  - E5 and below w/out dependents are NOT entitled to Advance DLA (Unless Dual Military and you are on a Joint Domicile Assignment)
  - Only one SM of a Dual Military Couple, who are relocating together, is entitled to DLA





# ADVANCE DLA

- **Can be requested at IOP 30 days prior to departure**
- **DFAS will deposit request prior to SM's flight date**
- **Advance DLA requires 10-15 Business days to be processed**
- **DLA Rate is figured according to rank and w/ or w/out dependents**





# OFFICERS RATES

GRADE	WITHOUT DEPENDENT	WITH DEPENDENT
-------	----------------------	-------------------

O-5	\$ 3,123.38	\$ 3,776.57
O-4	\$ 2,894.47	\$ 3,329.11
O-3	\$ 2,319.69	\$ 2,754.28
O-2	\$ 1,840.08	\$ 2,351.83
O-1	\$ 1,549.46	\$ 2,102.40
O-3E	\$ 2,504.86	\$ 2,960.04
O-2E	\$ 2,129.39	\$ 2,670.75
O-1E	\$ 1,831.07	\$ 2,467.56
W-5	\$ 2,940.75	\$ 3,213.37
W-4	\$ 2,611.57	\$ 2,945.93
W-3	\$ 2,194.98	\$ 2,699.03
W-2	\$ 1,949.39	\$ 2,483.00
W-1	\$ 1,631.75	\$ 2,147.41

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# ENLISTED RATES

GRADE	WITHOUT DEPENDENT	WITH DEPENDENT
E-9	\$ 2,144.85	\$ 2,827.62
E-8	\$ 1,968.65	\$ 2,606.46
E-7	\$ 1,681.92	\$ 2,420.00
E-6	\$ 1,522.45	\$ 2,236.11
E-5	\$1,404.16	\$ 2,011.08
E-4	\$1,221.56	\$ 2,011.08
E-3	\$1,198.42	\$ 2,011.08
E-2	\$973.40	\$ 2,011.08
E-1	\$867.98	\$ 2,011.08

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# ADVANCE DLA



- **Required documents to request Advance DLA:**
  - **1 copy of PCS Orders (w/ dependents' names listed, if applicable)**
  - **1 copy of DA 31 (leave form)**
  - **1 copy of Flight Itinerary (including dependents' flight itinerary, if applicable)**



# ADVANCE TRAVEL

- **Can be requested at IOP 30 days prior to departure**
- **DFAS will deposit request prior to SM's flight date**
- **Advance travel requires 10-15 Business days to process**



# ADVANCE TRAVEL

- For each day of authorized travel, the following Per Diem rates apply:
  - SM - **\$123** per day
  - Dependents 12 and older - **\$92.25** per day per dependent
  - Dependents under 12 - **\$61.50** per day per dependent
  
- Land mileage rates:
  - **23** cents per mile for land mileage (POC travel)



# ADVANCE TRAVEL

- **Required documents to request Advance Travel:**
  - **1 copy of PCS Orders (w/ amendments, if applicable)**
  - **1 copy of DA 31 (Leave form)**
  - **1 copy of Flight Itinerary (including dependents' flight itinerary, if applicable)**
  - **1 copy of your POV Shipment form**



# DEPARTURE TLA

- **Departure Temporary Lodging Allowance (TLA)**
  - Departure TLA is a **partial reimbursement**, not an advance payment for OCONUS lodging.
  - The Housing Services Office (HSO) authorizes Departure TLA. **SMs must coordinate with HSO for authorization.**
  - SMs not living in Single-Type Quarters (barracks) are authorized up to but not to exceed 10 days of Departure TLA.





# DEPARTURE TLA

- **ALL Departure TLA PAYMENTS** will be paid on Mid Month or End of Month Direct Deposits based on when it is processed by the Finance office.
- All TLA packets will be turned into the Main Finance office (building 689) prior to scheduled departure . If Staying at the Inn at Schofield Barracks, submit at the front desk.





# DEPARTURE TLA

- **Required documents to process Departure TLA authorization letters are:**
  - **1 copy of PCS, ETS, or Retirement Orders (w/amendments, if applicable). Family must be listed on PCS orders and be Command Sponsored to be entitled to Departure TLA**
  - **1 copy of DA 31 (Leave Form) with approval signature and control number. Soldier Start leave date should be same as departure flight**
  - **1 copy of Flight Itinerary for SM (including dependents' flight itinerary, if applicable). Late departure authorized after 1800 hrs.**
  - **DD Form 1299 (Household Goods Shipment)**
  - **IPC Housing Termination Letter (On-post)**



# DEPARTURE TLA

**Take the documents listed to the Housing Services Office (HSO), Schofield Barracks, Bldg 950, 215 Duck Road or HSO, Fort Shafter, Bldg 1004, 111 7<sup>th</sup> Street, for processing TLA. ALL Departure TLA will be authorized through the HSO office.**



# DEPARTURE TLA

- **Required documents to process Departure TLA by Finance:**
  - **Housing Memorandum (Departure TLA letter)**
  - **Statement of Non-Availability (if assigned to Oahu North)**
  - **1 copy of an Itemized Hotel receipt w/balance paid in full**
  - **1 copy of PCS Orders (w/amendments, if applicable)**
  - **1 copy of DA 31 (Leave Form) with approval signature and control number**
  - **1 copy of Flight Itinerary for SM (including dependents' flight itinerary, if applicable and are listed on orders and Command Sponsored)**

**DEPARTURE TLA WILL NOT BE PAID FOR ANY DAY SOLDIER ON PCS, ETS OR TERMINAL LEAVE AND STILL ON ISLAND**



# DEPARTURE TLA POC'S

- **Submission to 125<sup>th</sup> Finance either:**
  - **In person to Bldg 689 (next to the Commissary)**
  - **If Staying at the Inn at Schofield Barracks, submit at the front desk.**
  - **By Fax to (808) 655-9984 - ATTN: TLA**  
**[onika.x.hendricks.mil@mail.mil](mailto:onika.x.hendricks.mil@mail.mil)**
- **Please supply contact information so that TLA section may contact you if needed on fax cover sheet.**
- **125<sup>th</sup> FM Company Main Office (Bldg 689)**
  - **Phone: (808) 655-1244/8930**
  - **Hours: M, Tu, W, F 0900 - 1600; Closed Thursdays for STT**



# TLE

- **Temporary Lodging Expense (TLE)**
  - TLE is intended to **partially reimburse** for lodging/meal expenses when a SM and/or dependent(s) occupy Temporary Quarters in **CONUS** due to a PCS
  - TLE is authorized when house-hunting is performed after the SM completes his PCS travel to the new PDS
    - Lodging must be within 50 miles of new PDS to be authorized
  - TLE reimbursement is limited to **10 days** for a CONUS PDS



# CLEARING FINANCE

**SM MUST clear CIF prior to  
clearing Finance Office**

- **Clear our office 3 days prior to Final Out Date. Required documents to clear:**
  - **Clearing Papers**
  - **DA Form 5960 (Recertify BAH)**
  - **1 copy of PCS Orders (w/amendments, if applicable)**
  - **1 copy of DA 31 (Leave Form)**
    - **Note:** A Leave Form is required for **ALL** travel days
  - **1 copy of Flight Itinerary for SM (w/dependents, if applicable)**



# COLA/BAH/FSH

- **COLA**
  - **COLA stops at the day prior of unit's departure date (DA31 block 10.a)**
- **BAH**
  - **BAH remains at the Hawaii rate until SM signs into new Permanent Duty Station**
  - **If TDY-en-route, BAH still remains at the Hawaii rate until signing into new Permanent Duty Station**
  - **For Dual BAH, the Hawaii rate BAH stops the day prior to your unit's departure date**
- **FSH**
  - **FSH will terminate upon departure on PCS leave**





# ADMIN NOTES

- **TDY Enroute**
  - **All SM going TDY enroute to their next duty station must ensure they have a DD 1610, providing accounting classification(s), to accompany any PCS orders. Failure to do so may prohibit reimbursement for any expenses incurred during TDY period.**
- **Commercial Plane Tickets**
  - **Orders must state that SM is authorized to purchase commercial plane tickets utilizing their Individual Billing Account (IBA) established for reimbursement. Tickets must be purchased through Government Travel Office for reimbursement. Can not purchase tickets on-line or through travel agent.**
- **Baggage Claim**
  - **DFAS will reimburse for the first two bags charged that meet the requirements for reimbursement.**





# Hours of Operation

## 125<sup>th</sup> FMCO: IOP

Phone Numbers: (808) 655-0094/0095

### Office Hours:

M, Tu, W, F: 0900 - 1600 (Lunch  
1130-1300)

Thursdays: Closed for STT

**\*\*Closed for Federal & USARPAC Training  
Holidays\*\***

**U.S. ARMY GARRISON, HAWAII**



# Reassignments Briefing



- **25<sup>TH</sup> INFANTRY DIVISION  
SCHOFIELD BARRACKS, HAWAII**
- **DIRECTORATE OF  
HUMAN RESOURCES**
- **REASSIGNMENTS  
SECTION**



# Reassignments Briefing

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## GUIDELINES



### Individual Reassignment Folder includes:

- **Officer- ORB and RFO**
- **Enlisted - EDAS Printout**
- ✓ **DEROS/AVAL, Report date**
- ✓ **You must be in-place at the new duty station by the 10<sup>th</sup> day of the month.**
- **If Airborne assignment, please **Accept** or **Decline**.**



# Reassignments Briefing



## AVAL DATE / DEROS DATE

**AVAL/DEROS:** The Eligible date to leave Hawaii.

- ✓ To leave earlier than DEROS date, Submit a DA Form 4187, for Curtailment thru S1 to appropriate G-1.
- ✓ To leave later than DEROS date, Submit a DA Form 4187 signed by O-5 thru S-1, requesting Aval Date adjustment. A justification is needed.
- ✓ For Report Date adjustment, Submit DA Form 4187, requesting a Deferment, signed by O6 to USARPAC for PSDR units. Submit request to reassignments for Non PSDR units.



# Reassignments Briefing



## ENLISTED PCS RETAINABILITY

**Soldier is required to have **12 months** of continued service remaining after arriving at gaining unit, CONUS assignment. **36 months** for OCONUS assignment. (12/24 months for Korea)**

**Enlisted Soldiers who Reenlisted for the assignment, see your Retention NCO if you need changes**



# Reassignments Briefing



## ENLISTED PCS RETAINABILITY

- **FIRST TERMERS**: If you do not want to reenlist or extend to meet the retainability requirements, Sign the bottom of the folder which states:  
**“I AM A FIRST TERM SOLDIER AND DECLINE TO OBTAIN RETAINABILITY FOR THIS ASSIGNMENT”**
- **CAREER SOLDIERS**: If you do not want to reenlist or extend to meet the retainability requirement, See Retention NCO and sign a Declination of Continued Service Statement (DCSS) DA Form 4991-R.
- ✓ The ERUP Code must reflect 9Q.
- ✓ Must submit DCSS to **S-1** ASAP.



# Reassignments Briefing

## REQUIREMENTS



- **Documents for Service Members with dependents:**
  - ✓ **Copy of PCS orders bringing dependents to Hawaii**
  - ✓ **Dependent Travel Order/Space A**
  - ✓ **Command Sponsorship memorandum**
  - ✓ **Newly married: Copy of Marriage Certificate.**
  - ✓ **New born child: Copy of Birth Certificate.**
  - ✓ **Early Return of Dependent Orders (ERD)  
(If applicable)**
- **If Security Clearance is required, see your **S-2**.**
- **If recently promoted a copy of promotion order.**



# **Reassignments Briefing**

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## **COMMAND SPONSORSHIP**



- **1<sup>st</sup> Term Soldiers must serve a 36 month “accompany tour” to be eligible for Command Sponsorship Benefits.**
- **Bona Fide Local Residents spouse maybe authorized Command Sponsorship without having 12 months remaining on the 36 month tour.**
- **Dual Military or Single Parent must request Command Sponsorship for 1<sup>st</sup> Child born on Island.**

**This is not automatic. You must apply for CSP.**





# **Reassignments Briefing**

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## **OVERSEAS ASSIGNMENTS**



### **Required Documents:**

- ✓ **DA Form 4036: Medical & Dental Preparation for Overseas Movement**
- ✓ **DA Form 5121: Overseas Tour Election Statement**

**All Army personnel and dependents over the age of 14 years are required to complete Antiterrorism Level 1 training prior to the PCS move. Access training at <https://atlevel1.dtic.mil/at/>**



# Reassignments Briefing

## OVERSEAS ASSIGNMENTS



### Required documents to request Dependent Travel:

- ✓ DA Form 4787: Reassignment Processing
- ✓ DA Form 5888: Family Member Deployment Screening Sheet. Must be completed, signed and stamped by **EFMP physician** at **Tripler Hospital**.

For appointments, call EFMP Clinic @ **433-4441**

- ✓ Government issued Official Passport upon approval of Family travel.

- .



# PASSPORTS - PCS ONLY



## **FOR DEPENDENTS ONLY- ALL APPLICANTS MUST BE U.S. CITIZENS**

- CLICK ON THE FOLLOWING LINK TO ACCESS THE APPLICATION:  
[HTTP://TRAVEL.STATE.GOV/PASSPORT/FORMS/DS11/DS11 842.HTML](http://TRAVEL.STATE.GOV/PASSPORT/FORMS/DS11/DS11%20842.HTML)
- UPON COMPLETION, A BAR CODE WILL APPEAR ON THE FIRST PAGE, TOP LEFT CORNER. **DO NOT SIGN THE APPLICATION!** PASSPORT AGENT WILL WITNESS SIGNATURE AND VERIFY DOCUMENTS DURING INTERVIEW PROCESS
- PROVIDE **ONLY** ORIGINAL DOCUMENTS
- CONTACT PASSPORT AGENT, MS. YOLANDA PUL AT (808) 655-6932 OR EMAIL AT [YOLANDA.PULU@US.ARMY.MIL](mailto:YOLANDA.PULU@US.ARMY.MIL) TO SCHEDULE APPOINTMENT
- PASSPORTS ARE RECEIVED BY OUR OFFICE AND ORIGINAL DOCUMENTS ARE RETURNED TO SERVICE MEMBER/DEPENDENTS
- PASSPORTS ARE ISSUED ONLY AFTER RECEIVING APPROVED CONCURRENT/DEFERRED TRAVEL AND DEPENDENTS ARE LISTED ON SERVICE MEMBER'S PCS ORDERS



# FORMS OF ORIGINAL DOCUMENTS REQUIRED

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- CURRENT PASSPORT HOLDER, PROVIDE PASSPORT ALONG WITH APPLICATION
- BIRTH CERTIFICATE
- NATURALIZATION CERTIFICATE (IF APPLICABLE)/MILITARY ID/DRIVER'S LICENSE



# Reassignments Briefing



## COT Entitlements:

**DD 4-1 Original Enlistment Contract/ORB is required to receive COT entitlement to Home of Record.**

**You must take COT travel in conjunction with PCS except when PCSing to Korea/Japan - COT may be deferred up to the end of your new tour if not traveling through CONUS.**

**Your Command Sponsored dependents are eligible for COT entitlement only when they are accompanying with you to new overseas duty station.**



# Reassignments Briefing



## Anthrax Vaccination

- ✓ **IAW ALARACT 024/2007 released by the Surgeon General, the Anthrax Vaccination Immunization Program (AVIP) Resumption; Soldiers except those with applicable medical, and administrative exemptions are to resume the mandatory anthrax vaccination series.**
- ✓ **Soldiers PCS'ing or deploying to Korea Peninsula, CENTCOM AOR, who are assigned to special units with bio-warfare or bio-terrorism related missions and other units, must be vaccinated within 60 days of the deployment.**
- ✓ **Soldiers who received one dose of Anthrax in March 1998 are not subject to mandatory vaccination, but will be offered additional doses on a voluntary basis.**



# Reassignments Briefing



## LEAVE TIME

- To take leave over 30 days and 10 days Permissive TDY, you must provide a copy of DA 31 signed by an O-5 or above.
- Select options of “Fly and Drive” or just “Fly”

Fly and Drive (CONUS only) - Fly from ~~Fly Only~~ to Los Angeles and drive to PCH. ~~POY is shipped to closest Vehicle~~  
POY is shipped to closest Vehicle Processing Center.



# Reassignments Briefing

## Out-Processing Office Locations



### Schofield Based and Fort Shafter Units:

**Schofield Barracks, Bldg. 750, Room 103.**

**To obtain Clearing papers, visit**

**<https://www.garrison.hawaii.army.mil/dhr/default.htm>.**

**Click on the out-processing briefing slides and follow the instructions. If you have any questions, please call (808) 655-1272.**

**Briefing for Soldier's only due to limited space.**

**No briefings on Federal Holidays. SM must attend Out-Processing briefing **30 days** from DEROS.**





# Reassignments Briefing



## STOP MOVE

**If your unit becomes Stop Moved and you want to PCS, you must request an **Exception to Policy** to the appropriate G1.**

**Upon the approval of Exception to Policy, the S-1 must notify DHR-MPD in order to publish PCS Orders.**



# Reassignments Briefing

## CIF Out Processing



**Soldier must report to the CIF.**

**Contact 655-7154/9876 to schedule an appointment.**

### **Required Items:**

- ✓ **3 copies of their orders**
- ✓ **3 copies of their DA Form 4187 (assigning them to their unit)**
- ✓ **3 copies of the Commanders memorandum (if start the clearing process early)**

**Please call CIF at 655-7154/9876 for more information**



# Reassignments Briefing



**All Soldiers must bring the listed documents to your scheduled one on one appointment.**

**Officers: DA 5117-filled out**

**Enlisted: DA 5118-Page 3 filled out and signed by S1.  
Page 4&5 filled out/signed by the Soldier.**

**All Soldiers: DA 5960-filled out and submit to finance the day of your appointment.**

**Please bring PCS orders to Hawaii, listing dependents, ERD, Command Sponsorship Memo.**

**Any Soldiers without the required documents will be rescheduled.**



# Reassignments Briefing

## AFTER THE BRIEF



**Orders will be published by priority.**

**Orders will be picked up by your **S-1** only.**

**Please contact **S-1** for any ent  
or  
action required **Question?****





# Reassignments Briefing

## Contact Information



**Officers: 655-4949/4629**

**Enlisted: 655-9490**



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**U.S. ARMY GARRISON,**